

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</i>				1. REQUISITION NO. <b>20080656</b>		PAGE 1 OF 19	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE <b>See Block 31C</b>		4. ORDER NO.		5. SOLICITATION NO. <b>MCC-08-RFP-0160</b>	
6. SOLICITATION ISSUE DATE <b>08/22/08</b>		7. FOR SOLICITATION INFORMATION CALL		a. NAME <b>James D. Sprandel</b>		b. TELEPHONE NO. (No collect calls) <b>(202) 521-4071</b>	
8. OFFER DUE DATE/LOCAL TIME <b>02:00 p.m. 9/11/08</b>		9. ISSUED BY  <b>Millennium Challenge Corporation</b> <b>875 Fifteenth Street, N.W.</b> <b>Washington, DC 20005-2221</b>		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: 100% FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: 611430 SIZE STD: \$7.0 Million		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP	
12. DISCOUNT TERMS		15. DELIVER TO  <b>Attn: James D. Sprandel, Senior Contracting Officer</b> <b>Millennium Challenge Corporation</b> <b>875 Fifteenth Street, N.W.</b> <b>Washington, DC 20005-2221</b>		16. ADMINISTERED BY <b>Same as block 15</b>			
17a. CONTRACTOR/OFFEROR CODE		FACILITY CODE		18a. PAYMENT WILL BE MADE BY  <b>National Business Center</b> <b>M/S D-2773</b> <b>7310 West Mansfield Avenue</b> <b>Lakewood, CO 80235-2230</b> <b>Mark For: ATTN: MCC Payments</b>			
TELEPHONE NO.		17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<u>International Development Training</u>  <u>Type of Contract:</u> Firm-Fixed-Price Indefinite Delivery/Indefinite Quantity (ID/IQ) Contract  <u>Guaranteed Min QTY:</u> 10 Seminars <u>Estimated Max QTY:</u> 150 Seminars  <u>Guaranteed Min Dollar Amount:</u> TBD <u>Estimated Max Dollar Amount:</u> TBD  Services will be ordered through issuance of individual delivery orders. <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>						
25. ACCOUNTING AND APPROPRIATION DATA <b>Funds will be obligated under individual delivery orders</b>						26. TOTAL AWARD AMOUNT (For Govt. Use Only) <b>\$0.00</b>	
<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED. <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.							
<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>2</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)		31c. DATE SIGNED	
				<b>James D. Sprandel</b>			

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. NTE QTY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<b>Base Period: Date of contract award through Month 12</b>				
<b>0001</b>	<b>Four-Hour Seminars*</b>	20	EA		
0001A	Comparative National Systems	N/A	N/A	N/A	N/A
0001B	Microeconomics of Development	N/A	N/A	N/A	N/A
0001C	Comparative Perspectives on Economic Growth and Development	N/A	N/A	N/A	N/A
0001D	Project Finance	N/A	N/A	N/A	N/A
0001E	Practical Research Methods in International Development	N/A	N/A	N/A	N/A
0001F	The Informal Sector in Development and Global Economy	N/A	N/A	N/A	N/A
0001G	Social Aspects of Development	N/A	N/A	N/A	N/A
0001H	Delivering Development Assistance	N/A	N/A	N/A	N/A
0001I	Global Climate Change Policy	N/A	N/A	N/A	N/A
0001J	Development Strategy	N/A	N/A	N/A	N/A
0001K	International Water: Conflict, Negotiation and Cooperation	N/A	N/A	N/A	N/A
0001L	Comparative Public Sector Management	N/A	N/A	N/A	N/A
0001M	Energy, Environment, and Development in Developing Countries	N/A	N/A	N/A	N/A
0001N	Introduction to Development Economics	N/A	N/A	N/A	N/A
0001O	Ideas in Development	N/A	N/A	N/A	N/A
0001P	American Foreign Policy	N/A	N/A	N/A	N/A
0001Q	Politics of Investment and Political Risk Assessment	N/A	N/A	N/A	N/A
0001R	Urban Issues in Developing Countries	N/A	N/A	N/A	N/A
0001S	Political Systems of the Developing World	N/A	N/A	N/A	N/A
0001T	Regulation – Economics	N/A	N/A	N/A	N/A
0001U	Cost Benefit Analysis	N/A	N/A	N/A	N/A
0001V	Monitoring Strategies in Development	N/A	N/A	N/A	N/A
<b>0002</b>	<b>Eight-Hour Seminars*</b>	10	EA		
0002A	Comparative Perspectives on Economic Growth and Development	N/A	N/A	N/A	N/A
0002B	Social Aspects of Development	N/A	N/A	N/A	N/A
0002C	Global Climate Change Policy	N/A	N/A	N/A	N/A
0002D	Development Strategy	N/A	N/A	N/A	N/A
0002E	International Water: Conflict, Negotiation and Cooperation	N/A	N/A	N/A	N/A
0002F	Comparative Public Sector Management	N/A	N/A	N/A	N/A
0002G	Energy, Environment, and Development in Developing Countries	N/A	N/A	N/A	N/A
0002H	Urban Issues in Developing Countries	N/A	N/A	N/A	N/A
0002I	Political Systems of the Developing World	N/A	N/A	N/A	N/A
0002J	Monitoring Strategies in Development	N/A	N/A	N/A	N/A

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. NTE QTY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<b>Option Period 1: Month 13 through Month 24</b>				
<b>1001</b>	<b>Four-Hour Seminars*</b>	20	EA		
1001A	Comparative National Systems	N/A	N/A	N/A	N/A
1001B	Microeconomics of Development	N/A	N/A	N/A	N/A
1001C	Comparative Perspectives on Economic Growth and Development	N/A	N/A	N/A	N/A
1001D	Project Finance	N/A	N/A	N/A	N/A
1001E	Practical Research Methods in International Development	N/A	N/A	N/A	N/A
1001F	The Informal Sector in Development and Global Economy	N/A	N/A	N/A	N/A
1001G	Social Aspects of Development	N/A	N/A	N/A	N/A
1001H	Delivering Development Assistance	N/A	N/A	N/A	N/A
1001I	Global Climate Change Policy	N/A	N/A	N/A	N/A
1001J	Development Strategy	N/A	N/A	N/A	N/A
1001K	International Water: Conflict, Negotiation and Cooperation	N/A	N/A	N/A	N/A
1001L	Comparative Public Sector Management	N/A	N/A	N/A	N/A
1001M	Energy, Environment, and Development in Developing Countries	N/A	N/A	N/A	N/A
1001N	Introduction to Development Economics	N/A	N/A	N/A	N/A
1001O	Ideas in Development	N/A	N/A	N/A	N/A
1001P	American Foreign Policy	N/A	N/A	N/A	N/A
1001Q	Politics of Investment and Political Risk Assessment	N/A	N/A	N/A	N/A
1001R	Urban Issues in Developing Countries	N/A	N/A	N/A	N/A
1001S	Political Systems of the Developing World	N/A	N/A	N/A	N/A
1001T	Regulation – Economics	N/A	N/A	N/A	N/A
1001U	Cost Benefit Analysis	N/A	N/A	N/A	N/A
1001V	Monitoring Strategies in Development	N/A	N/A	N/A	N/A
<b>1002</b>	<b>Eight-Hour Seminars*</b>	10	EA		
1002A	Comparative Perspectives on Economic Growth and Development	N/A	N/A	N/A	N/A
1002B	Social Aspects of Development	N/A	N/A	N/A	N/A
1002C	Global Climate Change Policy	N/A	N/A	N/A	N/A
1002D	Development Strategy	N/A	N/A	N/A	N/A
1002E	International Water: Conflict, Negotiation and Cooperation	N/A	N/A	N/A	N/A
1002F	Comparative Public Sector Management	N/A	N/A	N/A	N/A
1002G	Energy, Environment, and Development in Developing Countries	N/A	N/A	N/A	N/A
1002H	Urban Issues in Developing Countries	N/A	N/A	N/A	N/A
1002I	Political Systems of the Developing World	N/A	N/A	N/A	N/A
1002J	Monitoring Strategies in Development	N/A	N/A	N/A	N/A

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. NTE QTY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<b>Option Period 2: Month 25 through Month 36</b>				
<b>2001</b>	<b>Four-Hour Seminars*</b>	20	EA		
2001A	Comparative National Systems	N/A	N/A	N/A	N/A
2001B	Microeconomics of Development	N/A	N/A	N/A	N/A
2001C	Comparative Perspectives on Economic Growth and Development	N/A	N/A	N/A	N/A
2001D	Project Finance	N/A	N/A	N/A	N/A
2001E	Practical Research Methods in International Development	N/A	N/A	N/A	N/A
2001F	The Informal Sector in Development and Global Economy	N/A	N/A	N/A	N/A
2001G	Social Aspects of Development	N/A	N/A	N/A	N/A
2001H	Delivering Development Assistance	N/A	N/A	N/A	N/A
2001I	Global Climate Change Policy	N/A	N/A	N/A	N/A
2001J	Development Strategy	N/A	N/A	N/A	N/A
2001K	International Water: Conflict, Negotiation and Cooperation	N/A	N/A	N/A	N/A
2001L	Comparative Public Sector Management	N/A	N/A	N/A	N/A
2001M	Energy, Environment, and Development in Developing Countries	N/A	N/A	N/A	N/A
2001N	Introduction to Development Economics	N/A	N/A	N/A	N/A
2001O	Ideas in Development	N/A	N/A	N/A	N/A
2001P	American Foreign Policy	N/A	N/A	N/A	N/A
2001Q	Politics of Investment and Political Risk Assessment	N/A	N/A	N/A	N/A
2001R	Urban Issues in Developing Countries	N/A	N/A	N/A	N/A
2001S	Political Systems of the Developing World	N/A	N/A	N/A	N/A
2001T	Regulation – Economics	N/A	N/A	N/A	N/A
2001U	Cost Benefit Analysis	N/A	N/A	N/A	N/A
2001V	Monitoring Strategies in Development	N/A	N/A	N/A	N/A
<b>2002</b>	<b>Eight-Hour Seminars*</b>	10	EA		
2002A	Comparative Perspectives on Economic Growth and Development	N/A	N/A	N/A	N/A
2002B	Social Aspects of Development	N/A	N/A	N/A	N/A
2002C	Global Climate Change Policy	N/A	N/A	N/A	N/A
2002D	Development Strategy	N/A	N/A	N/A	N/A
2002E	International Water: Conflict, Negotiation and Cooperation	N/A	N/A	N/A	N/A
2002F	Comparative Public Sector Management	N/A	N/A	N/A	N/A
2002G	Energy, Environment, and Development in Developing Countries	N/A	N/A	N/A	N/A
2002H	Urban Issues in Developing Countries	N/A	N/A	N/A	N/A
2002I	Political Systems of the Developing World	N/A	N/A	N/A	N/A
2002J	Monitoring Strategies in Development	N/A	N/A	N/A	N/A

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. NTE QTY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<b>Option Period 3 Month 37 through Month 48</b>				
<b>3001</b>	<b>Four-Hour Seminars*</b>	20	EA		
3001A	Comparative National Systems	N/A	N/A	N/A	N/A
3001B	Microeconomics of Development	N/A	N/A	N/A	N/A
3001C	Comparative Perspectives on Economic Growth and Development	N/A	N/A	N/A	N/A
3001D	Project Finance	N/A	N/A	N/A	N/A
3001E	Practical Research Methods in International Development	N/A	N/A	N/A	N/A
3001F	The Informal Sector in Development and Global Economy	N/A	N/A	N/A	N/A
3001G	Social Aspects of Development	N/A	N/A	N/A	N/A
3001H	Delivering Development Assistance	N/A	N/A	N/A	N/A
3001I	Global Climate Change Policy	N/A	N/A	N/A	N/A
3001J	Development Strategy	N/A	N/A	N/A	N/A
3001K	International Water: Conflict, Negotiation and Cooperation	N/A	N/A	N/A	N/A
3001L	Comparative Public Sector Management	N/A	N/A	N/A	N/A
3001M	Energy, Environment, and Development in Developing Countries	N/A	N/A	N/A	N/A
3001N	Introduction to Development Economics	N/A	N/A	N/A	N/A
3001O	Ideas in Development	N/A	N/A	N/A	N/A
3001P	American Foreign Policy	N/A	N/A	N/A	N/A
3001Q	Politics of Investment and Political Risk Assessment	N/A	N/A	N/A	N/A
3001R	Urban Issues in Developing Countries	N/A	N/A	N/A	N/A
3001S	Political Systems of the Developing World	N/A	N/A	N/A	N/A
3001T	Regulation – Economics	N/A	N/A	N/A	N/A
3001U	Cost Benefit Analysis	N/A	N/A	N/A	N/A
3001V	Monitoring Strategies in Development	N/A	N/A	N/A	N/A
<b>3002</b>	<b>Eight-Hour Seminars*</b>	10	EA		
3002A	Comparative Perspectives on Economic Growth and Development	N/A	N/A	N/A	N/A
3002B	Social Aspects of Development	N/A	N/A	N/A	N/A
3002C	Global Climate Change Policy	N/A	N/A	N/A	N/A
3002D	Development Strategy	N/A	N/A	N/A	N/A
3002E	International Water: Conflict, Negotiation and Cooperation	N/A	N/A	N/A	N/A
3002F	Comparative Public Sector Management	N/A	N/A	N/A	N/A
3002G	Energy, Environment, and Development in Developing Countries	N/A	N/A	N/A	N/A
3002H	Urban Issues in Developing Countries	N/A	N/A	N/A	N/A
3002I	Political Systems of the Developing World	N/A	N/A	N/A	N/A
3002J	Monitoring Strategies in Development	N/A	N/A	N/A	N/A

[illegible]



This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in Subpart 12.6 as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; proposals are being requested and a written solicitation will not be issued. The solicitation number is MCC-08-RFP-0160 and this solicitation is issued as a RFP. The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 05-26. The North American Industry Classification System code is 611430 and the size standard is \$7.0 million. This solicitation is being competed using full and open competitive procedures.

Award will be made to the firm whose offer represents the best value to the Government. The Government will evaluate proposals using the best value/tradeoff process.

The Millennium Challenge Corporation (MCC) intends to enter into a one-year base period with four one-year option periods, firm-fixed-price, indefinite delivery/indefinite quantity type service contract for the following training seminars (see SF1449 for specific Contract Line Item Numbers):

**CLIN 0001 Four-Hour Seminars.** The seminars will consist of one four-hour course for the indicated subject in accordance with the attached Statement of Work (See attached Statement of Work for a more detailed description).

**CLIN 0002 Eight-Hour Seminars.** The seminars will consist of one eight-hour course for the indicated subject in accordance with the attached Statement of Work (See attached Statement of Work for a more detailed description). Each seminar shall address the topic area as it relates to each of the following four geographical regions: 1) Asia, 2) Africa, 3) the Americas, and 4) European.

Required delivery date shall be 21 days from receipt of each delivery order if required by MCC upon issuance of delivery order.

The following FAR clauses and provisions apply to this acquisition:

**52.203-6, Restrictions on Subcontractor Sales to the Government (SEP 2006) – Alternate I; (OCT 1995)**

**52.204-4, Printed or Copied Double-Sided on Recycled Paper; (AUG 2000)\_**

**52.212-1, Instructions to Offerors – Commercial Items; (JUN 2008)**

**52.212-2, Evaluation – Commercial Items (JAN 1999),** significant evaluation factors are Technical Capability, Past Performance, and Price. All evaluation factors and significant sub-factors other than cost or price are equal in importance. All evaluation factors other than cost or price, when combined, are significantly more important than cost or price;

A contract will be awarded to the Offeror whose offer is the most advantageous to the Government and provides the best value based upon trade-off analysis. The Government may consider award to other than the lowest priced Offeror or the highest technically rated Offeror if such an award is in the best of the Government.

1. The following evaluation factors and sub factors are listed in decreasing order of importance.

### **1.1 Evaluation Factor 1: Technical Capability**

Sub factors:

#### **a. International Development Curriculum**

Offerors shall provide a description of their approach to preparing and conducting the International Development training seminars. Offerors will provide examples of the proposed seminar outline and illustrative examples of syllabus, references, handouts, workbooks, problems, and other seminar materials.

#### **b. Key Personnel**

Offerors should provide CVs, preferably in reverse chronological order, for each instructor. If more than one instructor is proposed, offerors should describe the role of each. The CVs should highlight:

- Prior training experience, particularly in international development
- Experience working on and/or managing contracts/projects for international development

The Technical Capability Volume of the Offeror's proposal will be evaluated using the following adjectives.

ADJECTIVAL RATING	SYMBOL	DEFINITION
Outstanding	O	Proposal very significantly exceeds the most important factors in a way that is beneficial to the agency. Risk is very low, and the proposal indicates a very high probability of successful performance. There are no deficiencies in major subject areas of the SOW.
Good	G	Proposal meets or exceeds the most important factors in a way that is beneficial to the agency. Risk is low, and the proposal indicates a high probability of successful performance. There are no deficiencies in major subject areas of the SOW.
Acceptable	A	Proposal meets all significant standards. Risk is low, and there is a good probability of success. There are no critical deficiencies; any deficiencies present can be readily corrected (and must be prior to award).
Marginal	M	Some important standards have not been met. Risk is evident, and there is a low probability of success. There are serious deficiencies in the proposal, but they are correctable (and must be corrected prior to award).
Unacceptable	U	Several important standards have not been met. Risk is high, and there is little likelihood of success. The proposal would have to be completely rewritten to make it acceptable.

## 1.2 Evaluation Factor 2: Past Performance

Offerors will provide 3-5 references for prior in-house trainings. References for contracts with characteristics similar to MCC's requirement are preferred.

Sub factors:

- a. Quality of Service
- b. Timeliness of Performance
- c. Business Relations with Customers

Under the Past Performance factor, the Performance Risk Assessment represents the evaluation of an Offeror's present and past work record to assess the Government's confidence in the Offeror's probability of successfully performing as proposed. In evaluating past performance, information in

the Offeror's proposal, information from customers provided as references, Governmental records, and information available through other sources may be considered. Each referenced contract shall have been performed during the past three (3) years from the date of issuance of this solicitation. A summary past performance risk assessment rating as defined below will be assigned based upon MCC's evaluation of past performance.

<b>Rating</b>	<b>Definition</b>
Low Risk	Based on the Offeror's performance record, essentially no doubt exists that the Offeror will successfully perform the required effort.
Moderate Risk	Based on the Offeror's performance record, some doubt exists that the Offeror will successfully perform the required effort.
Unknown Risk	No relevant performance record is identifiable upon which to base a meaningful performance risk prediction. A search was unable to identify any relevant past performance information for the Offeror or key team members/subcontractors or their key personnel. This is neither a negative or positive assessment.
High Risk	Based on the Offeror's performance record, significant doubt exists that the Offeror will successfully perform the required effort.

### **1.3 Evaluation Factor 3: Price**

Offerors shall to submit their proposed price for each four-hour seminar and each eight-hour seminar. The four-hour seminar price shall apply to all four-hour seminars. The eight hour seminar price shall apply to all eight-hour seminars. The not-to-exceed (NTE) quantity listed in the schedule will be used as the basis for price competition.

**52.212-3, Offerors Representations and Certifications – Commercial Items (JUN 2008)**, Offerors shall include a completed copy with their offer;

**52.212-4, Contract Terms and Conditions – Commercial Items (FEB 2007);**

**52.212-5, Contract Terms and Conditions Required to Implement Statutes or Executive Orders – Commercial Items (JUN 2008)**, applies to this acquisition, including 52.222-3 Convict Labor, 52.232-33 Payment of Electronic Funds Transfer - Central Contractor Registration;

**52.216-18, Ordering (OCT 1995)**, orders may be issued under the resulting contract from date of award through five (5) years thereafter;

**52.216-19, Order Limitation (OCT 1995)** applies with (a) minimum order of 10 training seminars; (b)(1) max order of 150 training seminars; and (b)(2) any order for a combination in excess of 100 training seminars contractor will not be obligated to honor;

**52.216-22, Indefinite Quantity (OCT 1995)** – applies until 90 days after contract validity end date;

**52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004);**

The following MCC clauses and provisions apply to this acquisition:

**MCC 52.204-70 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR) (JAN 2006)**

(a) The Contracting Officer (CO) may designate a Government representative to act as the Contracting Officer's Technical Representative (COTR) to perform functions under the task order such as review and/or inspection and acceptance of supplies, services, including construction, and other functions of a technical nature. The Contracting Officer will provide a written notice of such designation to the COTR and the Contractor. The designation letter will set forth the authorities and limitations of the COTR under the task order.

(b) Modifications to this task order are effective only if reduced to writing and executed by the CO. The contractor is specifically prohibited from performing any work that is outside the scope of this task order without the approval of the CO. The Contracting Officer cannot authorize the COTR or any other representative to sign documents (i.e., contracts, contract modifications, etc.) that require the signature of the Contracting Officer.

**MCC 52.232-70 INVOICE INSTRUCTIONS (JAN 2006)**

Invoices shall be paid in accordance with the Prompt Payment Act, thirty days (30) following receipt of a proper invoice. The Contractor shall submit one copy of each invoice to the following address: The Contractor shall submit each invoice electronically via email or fax to the following number:

**Fax:** 303.969.5151/7281 ATTN: MCC Payments, or

**Email:** [MCC\\_Accounting\\_NBCDENVER@nbc.gov](mailto:MCC_Accounting_NBCDENVER@nbc.gov).

As an alternative to electronic submission of invoices, one copy of each invoice may be submitted to the following address:

**National Business Center**

M/S D-2773

7301 West Mansfield Avenue

Lakewood, CO 80235-2230

If it is determined that the amount billed is incorrect the invoice may be revised by the Government, or the Contractor may be required to submit a revised invoice.

MCC-08-RFP-0160

International Development Training

To constitute a proper invoice, each invoice must include the following information and/or attached documentation:

- (1) Name, address and telephone of the Contractor
- (2) Date of invoice and invoice number
- (3) Contract number; also modification number, if applicable
- (4) Description of the supplies/services rendered (including hours incurred and billing rate, if applicable to the contract)
- (5) A schedule depicting the following information:

<b>Amount Invoiced This Period</b>	<b>Cumulative Amount Invoiced</b>	<b>Authorized Value of Contract</b>	<b>Balance Remaining on Contract</b>
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- (6) Name of Contracting Officer's Technical Representative (COTR); and

- (7) Signature of authorized representative of the firm with the following invoice certification:

"The undersigned hereby certifies to the best of my knowledge and belief that: the sum claimed under this task order is proper and due, and all the costs of task order performance have been paid, or to the extent allowed under the applicable payment clause, will be paid by the Contractor when due in the ordinary course of business; the work reflected by these costs has been performed, and amounts involved are consistent with the requirements of this task order.

BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_

Inquires regarding the status of invoices may be directed to NBC Accounting. The email address is: [MCC\\_Accounting\\_NBCDENVER@nbc.gov](mailto:MCC_Accounting_NBCDENVER@nbc.gov).

#### **MCC 52.242-70 CONTRACTOR PERFORMANCE SYSTEM (cps) REGISTRATION (FEB 2006)**

The Millennium Challenge Corporation (MCC) is using the National Institutes of Health (NIH) Contractor Performance System (CPS) to evaluate contractor performance (see FAR, Subparts 42.1502 and 42.1503). Contractors doing business with MCC are required to register in the NIH CPS accessible via the Internet at: <https://cpscontractor.nih.gov>. Inquiries regarding the registration process should be addressed to the NIH CPS help desk. The email address is [cps-support-1@list.nih.gov](mailto:cps-support-1@list.nih.gov) and the telephone number is (301) 451-2771.

#### **MCC 52.243-70 INCREASE IN SERVICES (OCT 2006)**

The services described in the Statement of Work represent the Government's best estimate for known requirements at this time. However, due to the uncertainty of the work, the Government reserves the right to add or delete services if the need arises.

**PROPOSAL SUBMISSION REQUIREMENTS:** Each proposal package shall consist of the following completed and signed documents: SF1449, all amendments issued, most current representations and certifications for commercial items, and three Past Performance Questionnaires

with recent and relevant contracts for the same or similar items iaw FAR 52.212-1(b)(10) for past performance evaluation.

All submittals shall be sent in English, in two volumes. Volume 1 will contain the technical proposal and Volume 2 will contain the cost/price proposal. Volume 1 shall be limited to 32-pages. Only documents without information to be evaluated (such as cover letters, table of contents, and indexes), CVs, and Past Performance Questionnaires (references) included in attachments will not count against the 32-page limit – all other pages containing information to be used in evaluating the offer, including exhibits, graphs, charts, matrices, syllabuses, and training-plans will count against the 32-page limit. Offerors are required to submit **three (3) hard copies of Volume 1, two (2) hard copies of Volume 2, and email one (1) electronic copy of each Volume** using WINDOWS based MS-Office products (Microsoft Word or Microsoft Excel) or Adobe Acrobat PDF format.

Offerors shall submit signed and dated hardcopy offers: by any available express mail service or hand delivery to:

Millennium Challenge Corporation  
Attn: James Sprandel  
875 Fifteenth Street NW  
Washington DC 20005

Electronic copies shall be addressed to [sprandelj@mcc.gov](mailto:sprandelj@mcc.gov).

**All required hardcopy and electronic submittals shall be provided to the MCC no later than 2:00 PM on Thursday, September 11, 2008.**

**Questions regarding this RFP are due on or before Wednesday, August 27, 2008** and should be addressed to [sprandelj@mcc.gov](mailto:sprandelj@mcc.gov). All questions received will be addressed in an amendment to the RFP.

The Government may make award without discussions, therefore Offerors are encouraged to submit their best terms with their initial response.

Award will be made to the firm whose offer represents the best value to the Government. The Government will evaluate proposals using the best value/tradeoff process.

Questions regarding this requirement may be addressed in writing to James D. Sprandel, [sprandelj@mcc.gov](mailto:sprandelj@mcc.gov). All FAR forms, clauses and provisions necessary to submit an offer may be accessed at the following web site: <http://www.acqnet.gov/far/index.html>.

## **Statement of Work International Development Training**

### **A. Introduction**

The Millennium Challenge Corporation (MCC) is a Federal Corporation created under Title VI of the Foreign Operations, Export Financing, and Related Programs Appropriations Act, 2004. MCC is designed to work with some of the poorest countries in the world and is based on the principle that aid is most effective when it reinforces good governance, economic freedom and investments in people. MCC's mission is to reduce global poverty through the promotion of sustainable economic growth. Before a country can become eligible to receive assistance, MCC looks at their performance on independent and transparent policy indicators. MCC selects eligible countries for compact assistance. Countries that have demonstrated significant improvement in policy indicators but do not yet qualify for a compact grant may be eligible for threshold program assistance. Threshold programs are smaller grants designed to help improve performance on specific indicators. Additional information regarding MCC's compact and threshold programs and activities may be found at <http://www.mcc.gov/about/index.php>.

### **B. Scope**

Since MCC's establishment in 2004, there has been growing recognition within MCC of the common need to develop the internal MCC workforce to improve the level of understanding of the international development arena and stay in the forefront of international development trends across all internal departments. MCC believes that if the MCC workforce has a solid, consistent understanding of the field of international development they can operate more efficiently and effectively. To promote, strengthen, and develop current internal MCC training programs, MCC has identified a requirement for international development training that will build a program to continually develop our MCC workforce through various international development seminars. It is desired that the content of this training be similar to a high level summary of a comparable Master's Degree certificate program.

MCC is seeking an educational organization with a cadre of instructors, seminars, and expertise in international development to provide MCC with international development training/seminars. The training should be consistent in terms of objectives and approach with existing MCC internal training programs. The selected educational organization will collaborate with MCC Training to plan the content of each training seminar. The content of the training seminars will be approved by MCC for delivery to the MCC internal workforce at MCC headquarters in Washington, DC.

### **C. Objective**

A Firm-Fixed-Price Indefinite Deliverable Indefinite Quantity (IDIQ) Contract with a 1-year base period and four 1-year option periods to provide international development training to MCC's internal workforce.

The overall objectives of this contract are:

- To establish a contract with an educational organization that is nationally accredited by an organization recognized by the Department of Education and that has a strong international development curriculum, instructor pool and experience in the international development field.
- To increase the skill level of the MCC workforce in the field of international development.

#### **D. Services**

The selected educational organization shall provide MCC with international development training to help increase the knowledge of the MCC internal workforce in the area of international development. Experience with international development, curriculum design and development, international program deployment and long-term program management is required.

Training courses/seminars will cover topics in international development and will be structured and presented in two formats. It is estimated that each seminar will have approximately 15 participants.

The first format will consist of one four-hour seminar. The following general course descriptions indicate the topics that are required to be offered by the Contractor in the four-hour course format.

- 1) Comparative National Systems – a graduate-level introduction to comparative politics, focusing on the major institutions of modern liberal democracy and the political cultures in which they are embedded. Much of the emphasis should be on how institutions work and differ in established democracies, and in particular how those of the United States are exceptional and differ in many respects from those of other developed countries.
- 2) Microeconomics of Development – students should be able to better analyze and measure outcomes from policy interventions. They should understand the empirical tools that economists use to analyze economic problems. The training should rely on empirical micro-economic studies to study individual behavior and market outcomes in the face of different types of market failures and to evaluate the impact of policy interventions
- 3) Comparative Perspectives on Economic Growth and Development - a study of comparative economic development during the second half of the 20<sup>th</sup> century, drawing mainly on the experience of East Asia and Latin America.
- 4) Project Finance - a practical and quantitative approach to understanding project finance transactions. The focus will be on power projects in developing countries. The course should integrate the principles of corporate finance with an understanding of specific technologies, regulatory frameworks, markets, and country-specific policies.
- 5) Practical Research Methods in International Development - a comprehensive review of the role of social science research in international development practice.
- 6) The Informal Sector in Development and Global Economy - a survey and summarization of various approaches to the analysis of the informal economy, focusing on the redefining of development.

- 7) Social Aspects of Development - this course examines the social and cultural dimensions of development, including the impact of class, ethnic, and religious divisions on societies; the concept of social capital; the role of the informal sector and its impact on formal institutions; and how knowledge of these factors impacts development policy and the practice of development.
- 8) Delivering Development Assistance – an examination of the literature on the causes and consequences of, and solutions to, corruption.
- 9) Global Climate Change Policy - a focus on what should be done about climate change and what can be done about it. The course should provide a framework and the knowledge required for students to come to their own conclusions.
- 10) Development Strategy – an understanding of the tension between a normative vision of ‘good’ economic and political reform, and the practical challenge of identifying a feasible set of ‘next steps’.
- 11) International Water: Conflict, Negotiation and Cooperation - water conflicts, negotiation, and cooperation (CNC) in the context of int’l negotiation theory and other descriptive and quantitative approaches.
- 12) Comparative Public Sector Management – an understanding of why public administration matters, management support functions, cross cutting management issues and management reform.
- 13) Energy, Environment, and Development in Developing Countries - a review of the historic relationship between energy and development in developing countries and the economic, socio-political, and environmental implications of that relationship
- 14) Introduction to Development Economics – a theoretical approach to examine the causes and the nature of economic growth and development.
- 15) Ideas in Development – the ideas in development, focusing primarily on some of the dominant themes since the early 1960s such as modernization, basic needs, the informal sector, poverty alleviation, foreign aid, and institutionalism.
- 16) American Foreign Policy - US foreign policy during the Cold War.
- 17) Politics of Investment and Political Risk Assessment - the political risk assessment and management needs of private firms in the context of new sources of investment risk and the ways that governments and international financial institutions provide incentives to encourage foreign direct investment.
- 18) Urban Issues in Developing Countries - an overview of urban development and governance issues.
- 19) Political Systems of the Developing World - theoretical and substantive issues affecting of the political systems of the developing world. Focusing on the analysis of the most important regime-types: authoritarian, military, and democratic, and of major political processes such as political development and social modernization, political transitions and democratic consolidations.

- 20) Regulation – Economics - basic questions about regulation and its effects: Why are markets regulated; how effective is regulation; and how do regulators and the industries they regulate interact.
- 21) Cost Benefit Analysis - introduce students to the theoretical underpinnings, practical aspects, and limitations of cost benefit analysis and project evaluation.
- 22) Monitoring Strategies in Development - an introduction of terms and concepts, moving to working with the tools and techniques of planning for projects in progressively greater detail.

The second format will consist of one eight-hour seminar. The topics for the eight-hour seminars are listed below. Course descriptions for the eight-hour seminars are the same as the course descriptions for the same subject listed under the four-hour seminars. Each eight-hour seminar shall address one of the topic areas listed below as it relates to each of the following four geographical regions: 1) Asia, 2) Africa, 3) the Americas, and 4) European.

- 1) Comparative Perspectives on Economic Growth and Development
- 2) Social Aspects of Development
- 3) Global Climate Change Policy
- 4) Development Strategy
- 5) International Water: Conflict, Negotiation and Cooperation
- 6) Comparative Public Sector Management
- 7) Energy, Environment, and Development in Developing Countries
- 8) Urban Issues in Developing Countries
- 9) Political Systems of the Developing World
- 10) Monitoring Strategies in Development

All delivery orders issued by MCC will indicate the seminar date, subject matter, and format required for presentation. The Contractor may be required to provide seminars within three weeks of receiving a delivery order. The logistics for when the seminars will be held will be worked out collaboratively with the MCC COTR.

## **E. Period of Performance**

The performance period of the contract is as follows:

Base Period	From the date of contract award through Month 12
Option Period 1	Month 13 through Month 24
Option Period 2	Month 25 through Month 36
Option Period 3	Month 37 through Month 48
Option Period 4	Month 49 through Month 60

## **F. Deliverables**

MCC will provide the facilities and any A/V equipment needed. The contractor is responsible for providing all other requirements for the successful completion of the training.

Instructors – instructors should have the equivalent of 2 to 5 years of international development work experience, 2 to 5 years of teaching experience, and possess a Masters’ Degree.

Seminar Materials – Contractor is responsible for providing all participant printed materials. Printed materials include, but are not limited to: textbooks, topical books and handouts, professional publications, and papers and articles related to the subject under discussion.

The Contractor shall make all printed materials available in electronic form for participant reference.

The Contractor shall provide MCC with a Certificate of Completion/Attendance for every participant attending each seminar.

A copy of the roster and a copy of the participant-completed evaluation forms shall be provided to MCC at the conclusion of each seminar.

#### **G. Performance Location**

The contractor shall perform services at MCC headquarters located at 875 15<sup>th</sup> Street or 1401 H Street NW, Washington, DC.